

Carlisle/9699

To: Employment Counselor

6/3/2008 5:04:47 PM

**Is Now Hiring!**

100834

6520 CARLISLE PIKE MECHANICSBURG, PA 17050

Phone Number: (717) 766-0596

www.tjxjobs.com

FEIN: 04 2261984

**ADMINISTRATIVE COORDINATOR**

Number of Openings: 1

Salary Range: \$8-\$9

Benefits: Optional participation in benefit plan

Part-Time/Full-Time: Full-Time

Job Requirements: Responsible for managing administrative, clerical and office activities. Balances daily receipts in accordance with Company guidelines and policies. Oversees Human Resource records and systems. Ensures that office equipment is kept in good working order. Communicates effectively with Management and store Associates, including dissemination of information in a timely and consistent manner. Administers training of store Associates.

Job Qualifications: Professional appearance - Responsible, dependable and honest – Strong organizational skills, attention to detail – Self-motivated, works quickly and efficiently on multiple tasks – Excellent verbal and written skills – Leadership, takes ownership, can direct others – Ability to work a flexible schedule, including nights and weekends

**Customer Service Coordinator**

Number of Openings: 1

Salary Range: \$8-\$9

Benefits: Optional participation in benefit plan

Part-Time/Full-Time: Full-Time

Job Requirements: Responsible for operational controls at the Front Line Service Desk, Layaway and Jewelry. Ensures Front Line Associates provide prompt, courteous and knowledgeable service to all customers. Resolves customer service issues appropriately and competently. Audits and approves all necessary Front Line paperwork. Responsible for training and developing store Associates on customer service standards, register procedures and proper Front Line procedures and controls.

Job Qualifications: Professional appearance – Solid customer service skills and experience – Excellent verbal and written skills – Ability to make timely decisions under challenging circumstances – Strong organizational skills, attention to detail – Leadership, takes ownership, can direct others – Self-motivated, works quickly and efficiently on multiple tasks – Responsible, dependable and honest – Ability to work a flexible schedule, including nights and weekends

Apply in person at store location.

Salary will always start at no less than the state minimum wage.

Community Partner Use Only: To obtain employment verification, please submit applicant referral information to FADV at wfdservices@fadv.com or by fax at 317.324.3039. Include first name, last name, and the applicant's social security number. First Advantage will respond with hire date and location.

Applicants referred: \_\_\_\_\_

Thank you for your assistance. We appreciate you referring qualified applicants to the positions posted on this job posting.

**This Job Posting will expire in 10 days****tjxjobs.com**



TJ-maxx Marshalls HomeGoods A.J.Wright TJ-maxx WINNERS' HOMESENSE BOBS STORES

Carlisle/9699

To: Employment Counselor

6/3/2008 5:04:47 PM



Is Now Hiring!

100834

6520 CARLISLE PIKE MECHANICSBURG, PA 17050

Phone Number: (717) 766-0596

www.tjxjobs.com

FEIN: 04 2261984

#### Sales/Merchandise Associate

Number of Openings: 3

Salary Range: \$7-\$8

Benefits: Optional participation in benefit plan

Part-Time/Full-Time: Part-Time

**Job Requirements:** Responsible for assisting in the daily operations of the store. Must be able to work in the areas of merchandise presentation, processing, markdowns, fitting room, cashier, customer service and layaway. Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned.

**Job Qualifications:** Ability to work a flexible schedule, including nights and weekends – Good verbal skills – Energetic and enthusiastic – Professional appearance – Ability to stand for extended periods of time – Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting – Willingness to work as part of a team

Apply in person at store location.

Salary will always start at no less than the state minimum wage.

**Community Partner Use Only:** To obtain employment verification, please submit applicant referral information to FADV at wfdservices@fadv.com or by fax at 317.324.3039. Include first name, last name, and the applicant's social security number. First Advantage will respond with hire date and location.

Applicants referred: \_\_\_\_\_

Thank you for your assistance. We appreciate you referring qualified applicants to the positions posted on this job posting.

**This Job Posting will expire in 10 days**

[tjxjobs.com](http://tjxjobs.com)